

Employee Manual

Share Pregnancy & Infant Loss Support, Inc.
402 Jackson
St. Charles, MO 63301



Pregnancy & Infant Loss Support, Inc.
touching lives... healing hearts... giving hope...

The Mission of Share Pregnancy and Infant Loss Support, Inc. is to serve those who are touched by the death of a baby due to pregnancy loss, stillbirth, or death in the first few months of life.

Share's primary purpose is to provide support toward the positive resolution of grief surrounding the death of a baby. This support encompasses emotional, physical, spiritual, and social healing, as well as an effort to help sustain the family unit.

The secondary purpose of Share is to provide information, education and resources for those in the perinatal bereavement field. Share strives to help those in the community, including family, friends, employers and caregivers, in their supportive role.

EMPLOYEE MANUAL

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Informational Statement on General Policies

This manual is designed to acquaint you with the policies of Share Pregnancy & infant Loss Support, Inc. We have attempted to develop personnel policies and programs to create an enjoyable and rewarding work environment.

We believe that we serve bereaved parents by providing them with support and compassion. We wish for you to contribute to and build upon our reputation in the community. Our belief extends to the professionals within the community and nation as well, it is necessary to maintain a level of professionalism with these contacts. We would like you to help us maintain that high standard. We realize that our strength and future depends on the strength and future on our staff.

Share is an equal opportunity employer without regard to race, color, creed, religion, national origin, ancestry, age, handicap, disability, or veteran status in accordance with Federal or State law and applicable government contract regulations.

Confidential & Sensitive Information

Due to sensitivity of HIPPA laws, you may be entrusted with a certain amount of information medical or business related which is considered confidential or privileged. It is necessary that you take particular care not to discuss this information with any outside parties or unauthorized person. Discussion of names as well as circumstances can be considered a breach in the confidential services we provide. Any breach in this confidentiality will be subject to disciplinary action which could result in dismissal.

Conflict of Interest Policy

No employee, or spouse of an employee, shall have a business or other for-profit relationship with Share or any of its Board members, including any sale of goods or services to Share. Violation of this policy shall be grounds for dismissal.

Professional Boundaries

Personal Relationships with newly bereaved parents is not acceptable. We ask that in your communication via phone, email, message boards and in person, you do not share your personal contact information, address or personal views on bereavement or any other issues. Any breach of these boundaries is subject to disciplinary action which could result in dismissal.

Credit Card Policy

Share Pregnancy and Infant Loss Support will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) with their own funds or personal credit cards. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Company's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the Company's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

I, (employee's name), hereby certify that I understand and agree to abide by the Company's policy regarding use of company-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than the Company) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the Company's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee

Date

Employee's Name - Printed

Company Representative

Date

Work Schedules

The Share office is open for parents and professionals from 9 AM to 4 PM. Our phone lines are open during those hours and it is important that the phone be covered during those times. Our voicemail can field calls only during training and meetings as directed by management. Lunches and breaks should be taken at the discretion of the employee as long as phone coverage is observed.

Employees are classified as either full time or part-time.

Full time employees work at least 35 hours per week.

Part time employees work less than 35 hours per week.

Staff Meetings are mandatory, only with permission of the Executive Director or Office Manager can a meeting be missed.

We have fundraising events throughout the year that may require your attention. It may be necessary as an employee to participate and assist with these events. If the fundraiser is not a part of your job description, you have the choice to volunteer or attend as a paying participant.

Your personal work hours are set according to your role and position. Employees are responsible for keeping records of their own time worked in and out of the office. Some employees are employed as contract & salaried employees. Their schedule is determined by the Executive Director.

Every attempt should be made to set personal appointments outside of your work schedule. We do understand that sometimes that is not possible in these cases discussion with your immediate supervisor can determine the handling in such case.

Excessive tardiness and absences will be discussed with your supervisor. We do realize that certain things cannot be avoided. It is your responsibility to contact a supervisor as soon as possible in the event of tardiness or an absence.

Sick Leave

Share provides paid sick leave after each employees' 90-day probationary period. Sick leave is accumulated at eight hours per month for only full time employees. The sick time is only accumulative for the employment year and will not be carried into the following year.

Holidays

Share observes five paid holidays each year for regular employees who have completed their probationary period.

President's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	

The time starting December 24 each year through Jan 1, will be given to each employee as paid time off after one full year of employment.

If a holiday falls on a weekend, the Friday before or the Monday after will be considered a holiday. Part-time employees will be paid for holiday pay based on the average number of hours worked in the previous month.

Employees are eligible for holiday pay if they work the day before and the day after the holiday or have available vacation days allotted for use.

Jury duty

Full time employees, who have completed the probationary period, will be given time off to serve on jury duty whenever summoned. You will be compensated by Share for your normal working hours, less the amount of jury duty pay received. In the event you are excused from jury duty, you are expected to report back to the office for work, if such time remains to permit at least three hours of the employees' normal schedule.

Funeral Leave

Funeral leave will be paid for time lost from work up to three days; in the event of the death of an immediate family member including mother, father, spouse, child, grandparents, brother, sister, or in-laws. Additional time may be taken in the form of vacation or without pay if necessary.

Funeral leave is paid to full time employees who have completed the 90-day probationary period. Part time employees are not eligible for funeral leave.

Accidents/ Workman's Compensation

While every effort is made to ensure safety, accidents can and do happen. Share provides insurance benefits for employees according to the Workers Compensation laws of Missouri. Any accident should be reported to your supervisor immediately. To ensure safety we ask that increased care be used in all work activities.

Disability Leave of Absence

Full time employees are eligible to receive disability leave of absence due to any condition including pregnancy, a leave of absence without pay will be granted for up to 30 days. During any leave of absence your seniority will be preserved.

You have the option to take any vacation and personal leave for which you are eligible prior to the beginning of your 30 day leave period. In the event more time is needed, doctors' notification will be required. This request for more time should be reported to your immediate supervisor prior to the end of your 30 days, at which time approval from the Board of Directors is necessary. If you do not return to work after 30 days your employment will be terminated.

Vacation

Vacation time is earned after the first full year of employment. Vacation time must be approved by the Executive Director. We reserve the right to deny a vacation due to the appropriateness of the time selected that would conflict with Share's scheduled events. Vacation time does not accumulate from one year to the next. Vacation time not used within twelve months of being earned will be forfeited.

Executive Director:	After 1 year of service	3 weeks
	After 5 years	4 weeks
	After 10 years	5 weeks
Full-time Employees:	After 1 year of service	2 weeks
	After 5 years	3 weeks
	After 10 years	4 weeks
Part-time Employees:	After 1 year of service	1 week
	After 2 years	2 weeks
	After 10 years	3 weeks

All part-time vacation pay will be paid based on the average of hours worked in the previous year.

Personal Appearance

Share at times will have parents and professionals visit our office. It is important that the dress worn be appropriate for a casual professional environment. A neat and cleanly appearance should also be observed. Occasionally you may be asked to dress professionally if you are representing Share at a display, event, or conference.

Fundraising events may require different attire as specified by the event.

Property and Equipment

Personal calls should be kept to a minimum. Observation of those around you in the room is important, take care to keep discussions to the necessary and maintain professionalism at all times.

Internet usage should be reserved to business purposes only. Surfing is prohibited.

E-mail provided by Share should also be used for business purposes as well.

All other equipment should be used with care. Share works on a limited budget and you may be asked to replace something if misuse causes damage.

Any and all equipment used outside of the office must be returned in a timely fashion. In the event of termination all equipment must be returned promptly.

Dispute Reconciliation

Share has an open door policy for concerns or grievances to your working conditions and position. **All** concerns will be taken seriously and handled accordingly, including discrimination and harassment. It is necessary that we follow some order in handling those concerns. The Share organizational chart will be used to provide the appropriate supervisory direction for a grievance.

Phase 1: Employees should first communicate the problems verbally to their immediate supervisor. If a direction of action cannot be established at the first level verbally, additional concerns must be submitted in writing.

Phase 2: The concerns and resolutions should all be written and should then be submitted to the Executive Director. The Supervisor and the Executive Director will monitor the situation closely to maintain to the solution within 10 days working days.

Phase 3: If no resolution can be agreed upon, the Executive Director will then intervene by review of the written issues. The Executive Director will determine if the dispute warrants a meeting of all involved, or if individual discussions are necessary. After all information has been heard the Executive Director will then make necessary changes and decisions to resolve the dispute within 10 working days.

(In the event the dispute involves an employee reporting to the Executive Director, a sub committee of the Board of Directors will address Phase 3.)

Performance Reviews

New employees have an initial probationary period of 90 days. Your performance and salary schedule will be reviewed after your probationary period, at one year employment, and each year on the employee's anniversary date. Your immediate supervisor has discretion over whether any additional reviews will be necessary.

Harassment Policy

Share does not tolerate harassment of our job applicants, employees, volunteers, parents or professionals. Share expects respect for each other, those we serve, and our Board of Directors. We hold each employee to that respect.

Disciplinary Actions including dismissal for any violation will be discussed with your immediate supervisor and the Executive Director.

Separation of Service

The state of Missouri is an "At Will" employment state and Share will comply with an "At Will" relationship. Share has the right to terminate the relationship with the employee without cause and the employee has the right to terminate the relationship with Share as well.

Share requests that resignations be given to your immediate supervisor within the customary two weeks.

Receipt of Handbook

I have read and understand the contents of this handbook.

I understand that this handbook in no way constitutes a contract between Share and myself.

Signature

Date

Immediate Supervisor

Date

Emergency Information

Name: _____ **DOB:** _____

Address: _____

Phone: _____

Emergency Contacts:

(1): _____
Name Phone

(2): _____
Name Phone

Physician: _____

Known Allergies: _____
